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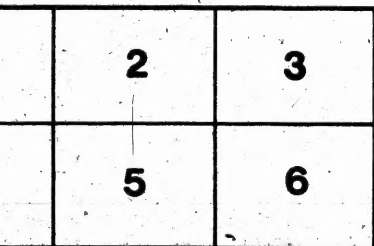
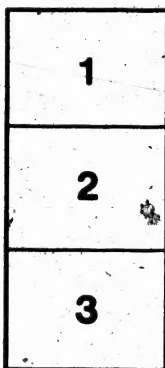
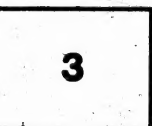
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University of Toronto.

CONSTITUTION,

Rules and Regulations

—FOR—

CONVOCATION.

TORONTO:

Patterson & Co's Print, 49 King St. East,

1890.

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University of Toronto.

The Committee appointed at the last meeting of Convocation to frame and report a Constitution, rules and regulations for Convocation, beg to recommend the adoption of the following rules, etc.

J. A. BOYD,

Sept. 1st, 1880.

Chairman.

I. OF OFFICERS.

1. The Election of Chairman of Convocation pursuant to S. 70, subs. 2, C. 210; R.S. Ont., shall be by ballot.

2. The ballot shall be conducted as follows: (a) The members present, shall, by open vote, choose two scrutineers. (b) Each member entitled to vote shall write upon a piece of paper the name of the candidate for whom he votes, and shall fold up the paper and deliver the same to the scrutineers. (c) The votes so taken shall be counted by the scrutineers and the clerk or acting clerk of convocation, in the pres-

ence of the meeting, and the result shall be announced by the retiring chairman, or the temporary chairman elected in the absence of the retiring chairman. (d) If an absolute majority of votes has not been cast for any candidate, the name of the candidate who has received the smallest number of votes shall be left out, and the members of convocation shall proceed to vote with reference to the remaining candidates; and this process shall be continued until one candidate has received the absolute majority of the votes of members present at the meeting.

3. At any time not less than twenty days before such meeting, any member of convocation may be nominated for election by twenty members signing and leaving with the clerk of convocation a paper designating such member as a candidate, and it shall thereupon be the duty of the clerk, in giving notice of the time and place of holding such meeting for the election of chairman, to state for the information of members the name, degree and residence of any member who may have been so nominated, and that such nomination has been in compliance with this rule; but the nomination of any member or members in such manner shall not be deemed to prevent any member present at the meeting from giving his vote for any other member otherwise eligible for the office.

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4. Upon the office of Clerk of Convocation becoming vacant by death, removal, or any other cause, a successor shall be chosen at the next meeting by ballot in the same manner as heretofore provided for the election of chairman.

5. The clerk shall keep correct minutes of all meetings of convocation in a book to be provided for the purpose; and shall receive all fees payable by members; and pay, upon the order of the chairman, all accounts and demands chargeable to convocation. He shall also give notice of each meeting of convocation to every member by printed circular addressed to him at his known address according to the register to be kept by him as hereinafter provided, and by public advertisement as the chairman may direct. At each annual meeting he shall submit for audit a statement of the amounts received and disbursed by him as clerk; and he shall keep a book to be provided for the purpose in which all necessary and proper entries of such items shall be regularly made.

6. It shall be the duty of the clerk to discharge all duties assigned to him by any resolution of convocation or by the chairman.

7. There shall be paid to the clerk as

remuneration for his services the annual allowance of \$200.00.

II. OF FEES.

1. There shall be payable by each member of convocation as a condition of being placed upon the register an annual fee of one dollar.
2. Such fee shall be paid to the clerk on or before the first day of April in each year.
3. No person in arrear shall be entitled to exercise any of the privileges of a member of convocation until all arrears shall have been paid.
4. Immediately after the first day of April in each year it shall be the duty of the clerk to erase from the register the names of all members in arrear, and to transmit to the Registrar of the University a list of all members of good standing.
5. Upon payment of all arrears any member shall be entitled to be restored to the register.

III. OF PROCEEDINGS AT MEETINGS.

1. The order of proceedings at each meeting of convocation shall be:—
 - (1.) Reading the minutes of last meeting.

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- (2.) Receiving communications.
- (3.) Reports of committees.
- (4.) Business remaining since last meeting.
- (5.) Motions of which previous notice has been given.
- (6.) Other motions and notices of motions.

2. If, at least 30 days before any ordinary meeting, any member shall give to the clerk a notice in writing of any matter he proposes to bring forward for discussion at such meeting, the clerk of convocation shall set forth such matter in the notice of the said meeting.

3. No member shall speak on any subject more than once, except the introducer of the subject under discussion who shall be entitled to reply once. Every member however shall have the right to explain himself, having first obtained the leave of the meeting, and subject to the direction of the chair.

4. No member shall speak on any subject which has not been committed to writing and moved and seconded, or which he does not intend to make the subject of a motion.

5. If two or more members rise to speak at the same time the chairman shall decide who is entitled to the floor and his decision shall not be questioned.

6. After the question has been submitted by the chairman no member shall be entitled to speak.

7. Any member may require the yeas and nays to be entered in the minutes, but no member shall be permitted to enter the grounds of his dissent.

8. A motion to adjourn shall be in order at any time.

9. In all cases not specially provided for the mode and order of procedure shall be the same as in the Ontario Legislative Assembly.



